



Job Location: Nashville, TN 37243

ATTORNEY 3/ASSISTANT GENERAL COUNSEL

The Department of Human Services' (TDHS) mission is to build strong families by connecting Tennesseans to employment, education and support services.

The Department of Human Services provides public assistance, vocational services, child support enforcement, adult protective services, child and adult care licensing and social and community services to nearly 2 million Tennesseans. This staff attorney will be responsible for conducting litigation and legal research in DHS programmatic areas, including vocational services, adult protective services, child and adult care licensing, and other areas served by the Tennessee Department of Human Services. The position is Executive Service, and located in the State Office in Nashville.

Position Responsibilities:

- The Assistant General Counsel will travel to assist in litigation across the state related to child and adult care licensing, adult protective services, vocational rehabilitation and other legal issues as assigned.
- The AGC will be responsible for consulting with program staff regarding legal issues involving childcare licensing and adult protective services, and handling legal issues involving DHS as they arise.
- This attorney will be responsible for conducting litigation as necessary in both administrative and chancery court forums.
- The AGC will need to possess the ability to perform assigned duties in a timely and accurate manner, be self-directed, and to produce accurate and thorough professional work.

Position Requirements:

- Valid Tennessee law license
- Three (3) or more years of continuous legal practice, preferably with litigation experience
- Excellent research and writing skills
- Proficient in use of Microsoft Word and Excel
- Candidate must be able to work cooperatively with Department program staff in diverse areas and must willing to work extra hours and days as necessary
- Candidate must be willing to travel (throughout the state of Tennessee), but on occasion, may remain in Nashville.
- Ability to make timely and effective decisions in keeping with the goals and mission of the Department.
- No prior or pending disciplinary actions with the Tennessee Board of Professional Responsibility.

Competencies:

- Customer Focus
- Integrity and Trust
- Priority Setting/Time Management
- Presentation Skills
- Dealing with Ambiguity

Information regarding State of Tennessee benefits:

<https://www.tn.gov/hr/employees1/benefits.html>

How to Apply: Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by April 5, 2019. All email submissions must include in the subject line: Attorney 3

▪ **Salary Range:** \$54,504 - \$76,308

The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

Applicants may be subject to background check.

Pursuant to the state of Tennessee's policy of non-discrimination, The Tennessee Department of Human Services does not discriminate based on race, sex, color, creed, pregnancy, national or ethnic origin, age, disability or military services—in the admission or access to, or treatment or employment in its programs, services or activities.